



CAPPS Recruit Update: Fluid and Release 20B

HR User Group

June 2020

Agenda

- I. CAPPS Recruit Fluid
- II. Fluid in CAPPS Recruit Release 20A
- III. Fluid in CAPPS Recruit Release 20B
- IV. Current/Future Functionality in CAPPS Recruit Releases 20A and 20B
- V. Release 20B Schedule
- VI. Known Bugs in Fluid
- VII. Functionality in Flex/Legacy Recruiting
- **VIII. Future Fluid Functionality**

CAPPS Recruit Fluid

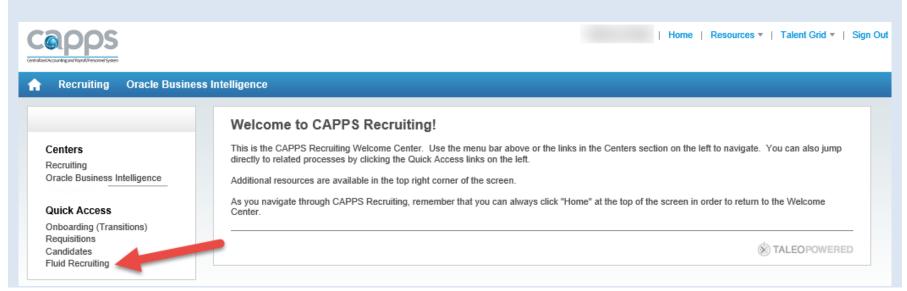
Fluid Recruiting has arrived:

- New modern look and feel
- Does not require Flash
- Mobile-responsive interface
- More features being released through quarterly updates

CAPPS Recruit Fluid Release 20A

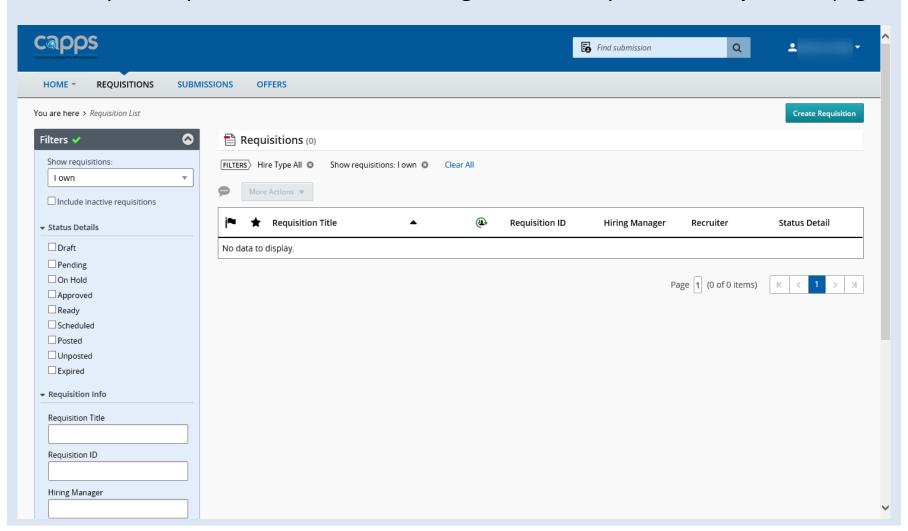
CAPPS Recruit production is on release 20A:

- Fluid deployed in production on May 21
- Fluid Recruiting link
- Features include most functions a manager uses
- SR 17048 included scripts for the current CAPPS Recruit release 20A



CAPPS Recruit Fluid Release 20A

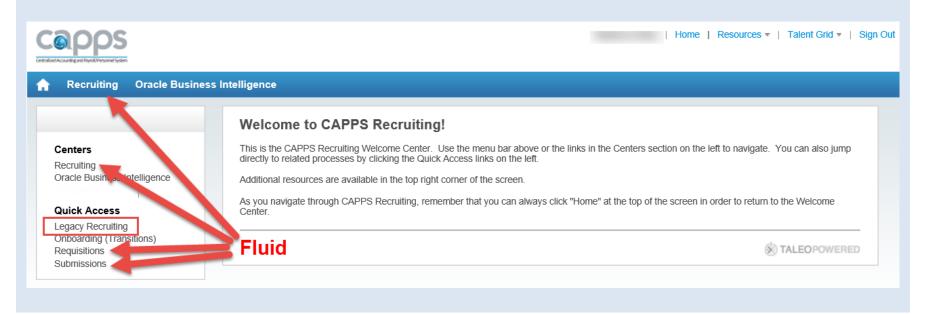
Currently, when you select the **Fluid Recruiting** link, it routes you to the **Requisitions** page.



CAPPS Recruit Fluid Release 20B

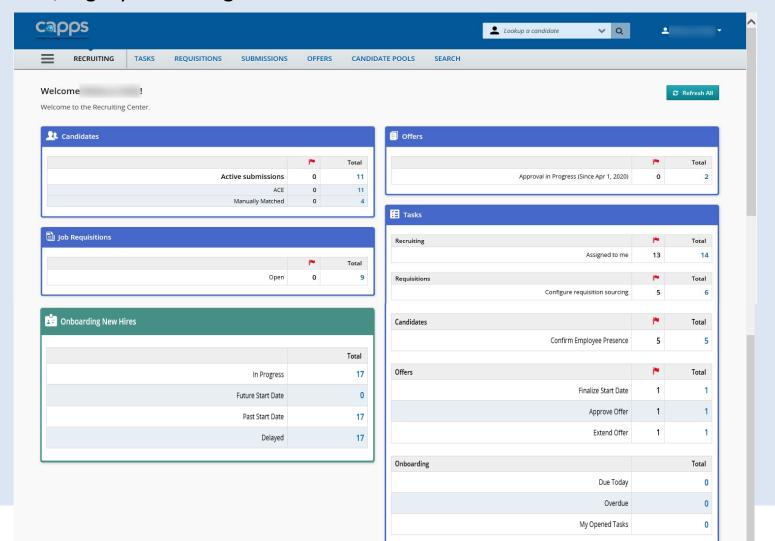
CAPPS Recruit S01 is on release 20B:

- Many new features in Fluid
- Recruiting, Requisitions, and Submissions links now go to Fluid
- Legacy Recruiting link now goes to Flex (Flash-based) Recruiting
- Includes most features a recruiter uses



CAPPS Recruit Fluid Release 20B

Select the **Recruiting** tab to routed to the **Recruiting Center** page. This is similar to the page in Flex/Legacy Recruiting.



Current Requisition Functionality in 20A

- Requisition List
- Requisition Details
- Edit Requisition Fields
- Create Requisition via Template
- Duplicate Requisition
- Submit Requisition for Approval
- Post Requisition to Career Section
- Prescreening (ACE) Alerts
- Edit Posting Fields (Internal & External Descriptions)
- View and Upload Requisition Attachments

- Add/Remove Prescreening Questions
- Specify information in the Screening section
- Actions (Cancel, Delete, Put on hold, reactivate, reopen)
- Save as Open
- Manually Fill
- View History
- Approve in Fluid
- Amend or terminate requisition approval process

Future Requisition Functionality in 20B

- Job Description/Qualifications Copy From feature
- Create/Edit Requisition Specific Questions
- Diagnostics while Creating/Editing Requisitions (Inspect)
- Configurable Requisition List Formats
- Print Requisitions
- New submission indicator on Requisition List

Current Submission and General Profile Functionality in 20A

- Submission List
- Submission Details
- Submission History
- Configurable lists
- Create New Submissions
- View and Edit Submissions
- View General Profile
- Upload, Preview, Download Attachments
- Add Comments

- Send Correspondence
- General Profile History
- View screening results
- Create a new Candidate
 General Profile
- Bypass mandatory selection steps
- Reset a submission's CSW
- Send template or new correspondence while changing step/status

Future Submission and General Profile Functionality in 20B

- Advanced filters for Submission
- Preview Candidate/Submission Attachments from the List
- Print Submissions and General Profiles
- Download Submissions and General Profiles to Excel
- Apply and Continue in Bulk CSW actions
- Start Onboarding Process while changing Step/Status

Current Offer Functionality in 20A

- View, Create, and Edit Offer
- Highlight Offer Differences
- Create & Edit Offer Letter
- Update Start Date & Expiration Date
- Extend Offer Verbally or via Advanced EOffer, Email, or Printed Letter
- Request Offer Approval
- Approve in Fluid

- Send Offer via Email or Printed Letter
- Capture the candidate response
- View and attach a file to an offer
- Amend or terminate Offer approval process
- Rescind or cancel an offer

Future Offer Functionality in 20B

Advanced filters for offer

Current Action Functionality in 20A

- Submission Disposition
- Candidate Correspondence
- Comments
- Batch Actions
- Quick Search
- Manually link one or several candidates to requisitions

- Revert a Submission's Step and Status
- Start/Cancel a submission's Onboarding Process
- Show all configured list formats

Future Functionality in 20B

Navigation:

- New menu design
- Fluid Recruiting is renamed Recruiting
- Flash-based Recruiting Center is renamed Legacy Recruiting
- Fluid is positioned as the primary application

Recruiting:

- View Center Stage
- Task Management

Schedule

User Acceptance Testing: CAPPS Recruit S01

(https://s01capps.taleo.net) until go-live

Go-live: July 14, 2020

SR 21464 – Upgrade CAPPS Recruit to Release 20B

(Test cases will be attached for reference)

Contact SFS.security@cpa.texas.gov for log-in assistance with CAPPS Recruit S01.

Known Bugs in Fluid

SR 21359 – Fluid Recruiting Correspondence Error:

- Workaround Complete in Flex/Legacy Recruiting or send correspondence/offer from scratch (no template) in Fluid
- Will be resolved in a maintenance pack this summer

SR 21360 – Fluid Recruiting Offer Approval Decisions:

 Workaround – Complete in Flex/Legacy Recruiting, possible temporary business process change, change management if needed

SR 21362 – Fluid Recruiting – View Other Attachments:

Workaround – Complete in Flex/Legacy Recruiting

SR 21364 – Fluid Recruiting: Create Offer after Rescinding:

Workaround – Complete in Flex/Legacy Recruiting

Functionality in Flex/Legacy Recruiting

Access Flex/Legacy Recruiting for:

- Sending Approval Reminders for Requisitions and Offers
- Prevent/Allow Posting
- Personalizing a list format
- Self-Assigned Tasks

Access Onboarding (Transitions) for:

Onboarding process activities

Future Fluid Functionality

Future Fluid functionality for the remainder of 2020 is expected to include (subject to change):

- Quick Search improvements
- Personalized List Formats
- Task management improvements
- Flex/Legacy Recruiting retiring after 2020





Thank you!

Rebecca Kelly

Rebecca.Kelly@cpa.texas.gov 512-936-8583